



USAID
FROM THE AMERICAN PEOPLE

AFGHANISTAN

**SERVICES UNDER PROGRAM AND PROJECT OFFICE
FOR RESULTS TRACKING PHASE II (SUPPORT II)
PROGRAM**

**OPTION YEAR ONE
SECOND QUARTER**

**QUARTERLY ACTIVITY REPORT
OCT - DEC 2013**

USAID Contract No. AID-306-C-12-00012

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Submitted by:



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I. INTRODUCTION

This is the second Quarterly Activity Report (QAR) for Option Year 1 of the USAID/Afghanistan (USAID/A) funded Services Under Program and Project Office for Results Tracking Phase II (SUPPORT II) Program, managed by Checchi and Company Consulting, Inc. (Checchi). This report covers the period of October 1 to December 31, 2013.

The purpose of SUPPORT II is to execute a host of services through the Office of Program and Project Development (OPPD) to improve the efficiency of programs implemented by the Mission's Technical Offices. These services include the following:

- Assessments, evaluations and gender analyses;
- Logistical support for hosting conferences, meetings and workshops;
- Mapping services and products;
- Third party monitoring; and
- Translation and interpretation services.

1.1 FINANCIAL SUMMARY

As of December 31, 2013, total billings under the contract were \$8,469,345. The amount obligated and remaining to be billed through the end of Option Year 1 (July 4, 2014) was \$8,530,655.

1.2 SUMMARY OF KEY ACCOMPLISHMENTS

Our key accomplishments during this second quarterly reporting period are as follows:

- Successfully completed an eight-minute film related to the Promote program with the Gender Unit. A longer 25-minute version of the film is being edited.
- Completed a Data Quality Assessment (DQA) of the performance indicators for the Asia Foundation's Survey of the Afghan People. The report submitted in December and is pending approval.
- Completed a DQA of 12 custom and standard indicators for the Mission's PMP.
- Completed field work for the Final Performance Evaluation of OEGI's Airport Rehabilitation Projects at Regional Airports program, with the final report to be submitted to USAID for review in early January.
- Completed field work for the Midterm Evaluation of OEGI's Afghan Workforce Development Program (AWDP) program, with the final report to be submitted to USAID for review in early January.
- Completed field work for OSSD's Disease Early Warning System (DEWS) evaluation. A mid-term briefing and report submission date are scheduled for January.

- Reviewed statements of work and began recruiting for upcoming activities, including a sustainability assessment of the Afghan Technical and Vocational Institute (ATVI), an Engaging Men as Champions of Women gender analysis, and final performance evaluations of the Afghan Engineering Support Program (AESP), Engineering Quality Assurance and Logistical Support (EQUALS), and Cash Transfer Assistance Agreement for Civil Service Reform programs.
- Hosted four workshops for three Implementing Partners (IPs) with a total of 147 participants.
- Provided the Mission with over 1,800 pages of translations.
- Assisted the Mission, IPs and short-term consultants (STTA) with 30 mapping requests.

II. MANAGEMENT

2.1 ADMINISTRATION

On December 8, 2013, SUPPORT II received notification from the Contracting Officer (CO) that Ms. Belien Tadesse is the new Contracting Officer's Representative (COR) and Ms. Paige Miller is the Alternate Contracting Officer's Representative (A/COR).

2.2 PERSONNEL

Ms. Suzanne Savage, Senior Gender Specialist, demobilized on October 19, 2013. On October 12, 2013, Ms. Aimee Rose joined the project as the Project Design/M&E Team Leader.

2.3 SECURITY

We had no security-related incidents during this reporting period. Alen Juric, Kit Bawden and Michael Mills provide Risk Management Consulting services under Checchi's subcontract with Garda World. Two RMCs are in-country at a time on a rotating basis. We continue to have APPF guards for external security and as mobile armed escorts.

III. TASKS AND DELIVERABLES

The reporting format for our QAR reflects the tasks identified in our Annual Work Plan and the Contract document. All Tasks and Deliverables are tailored to the needs of USAID/A and are intended to improve the overall efficiency and effectiveness of the Mission's programs, as well as to improve the information and reporting mechanisms, products, and systems.

TASK 1 PERFORMANCE MONITORING SUPPORT

Task 1: The Contractor shall collaborate with OPPD and the Mission's technical offices to establish a Performance Management Plan (PMP) for the Mission, and revise PMPs at

the Assistance Objective and program area levels to respond and adhere to new standard indicators and other relevant guidance for Afghanistan, with final approval by the Mission.

Deliverable 1: Revised USAID/Afghanistan PMP 2011-2015 and annual updates for the remaining years of the contract.

Deliverable 2: Updates to the Mission's PMP through the semi-annual portfolio review process to reflect changes in strategy, targets and/or activities. This deliverable is due semi-annually.

Deliverable 3: Semi-annual PMP Data Quality Assessment Report. This deliverable is due 30 days after each semi-annual portfolio review.

Deliverable 4: A report recommending streamlined processes and procedures for generating data and/or information reports that require multiple formats as required by USAID/Washington, the State Department, GIRoA, and other USG agencies as applicable.

Status: SUPPORT II conducted a DQA of 12 indicators from the Mission's PMP. The assessment started on Nov 1, 2013 and was completed on December 5, 2013. Interviews were conducted with 11 IPs reporting on the indicators in Kabul, Jalalabad, Herat, Kandahar and Mazar. The hard copies of signed checklists were submitted to the Mission on December 12, 2013.

TASK 2 PROGRAM RESULTS DATA

Task 2: The Contractor shall collaborate with relevant USAID/Afghanistan staff to track program results against indicators, targets, and baselines in the PMP. The Contractor shall collect data on a quarterly basis from the Government of the Islamic Republic of Afghanistan (GIRoA), other donors, and public data sources, and shall identify data that needs to be collected and reported by USAID implementing partners (contractors, grantees, non-governmental organizations (NGOs), GIRoA) to establish baselines for all indicators. The Contractor shall provide guidance to USAID implementing partners on data specifications, and shall provide them with training as needed to ensure that PMP-related data is being captured and reported. The Contractor shall collect, collate and analyze data presented by USAID implementing partners in their periodic reports and updates.

Deliverable 1: This activity is related to Task 1 and will be determined and requested by the COR.

Status: No activity during this reporting period.

TASK 3 INFORMATION REPORTING

Task 3: The Contractor shall analyze the Mission's procedures for generating information for periodic reports and data calls, including but not limited to the PPR, OP, Mission Strategic Plan (MSP), and the various formats required for each report. The Contractor shall prepare recommendations on how to streamline management and reporting of the data/information, and use of program information systems to improve efficiency and reduce the amount of time spent on preparing related reports and responding to data calls.

Deliverable: Recommendations on how to streamline the management and reporting of data and information and use of program information systems to improve efficiency and reduce the amount of time spent on preparing related reports and responding to data calls. This activity is related to Task 1 and will be determined and requested by the COR.

Status: No activity during this reporting period.

TASK 4 MONITORING

Task 4: The Contractor shall provide short and long-term technical assistance for the purpose of conducting field-based project monitoring. The Contractor shall provide monitoring teams with the necessary skills and experience for USAID/Afghanistan COR concurrence; provide logistical support and quality control to visit project sites in the field and monitor project performance and project activities; facilitate presentations to the Mission, GIRoA, and other donors and partners on the findings, and solicit feedback on recommendations; and finalize monitoring report in coordination with OPPD and the relevant technical office.

Deliverable: Field based monitoring of programs as identified and requested by the COR.

Status: SUPPORT held three meetings with OPPD staff to discuss Third Party Monitoring (TPM) of USAID-funded programs in Herat Province and western Afghanistan. The closure of the Herat Regional Platform at the Consulate precipitated these discussions. SUPPORT II anticipates receiving a Statement of Work (SOW) for this activity in early January.

TASK 5 RECOMMENDATIONS

Task 5: The Contractor shall coordinate with OPPD and relevant technical offices to recommend when program evaluations should be conducted based on third party monitoring. The Contractor shall identify the following situations, which could also trigger the need for an evaluation:

- Performance information indicates an unexpected result (positive or negative) that should be explained (such as gender-differentiated results);

- Informed feedback from customers, partners or others suggests that there are implementation problems, unmet needs, or unintended consequences or impacts;
- Issues of sustainability, cost-effectiveness, or relevance have been cited in the portfolio review or PMP monitoring process; or
- The validity of Results Framework hypotheses or critical assumptions are questioned, e.g. due to unanticipated changes in the host country environment.

Deliverable: Recommendations for conducting evaluations based on third party monitoring findings and conclusions, including the above criteria.

Status: Following completion of the DQAs for the Asia Foundation survey and the Mission's PMP and the review of several evaluation SOWs, the following recommendations were discussed for consideration by USAID:

1. Organize a training workshop for IPs and on-budget Ministry representatives on the DQA process with suggestions for strengthening monitoring procedures.
2. Assist USAID in following up with CORs whose programs have incomplete PMPs and/or indicator definitions which are substantially different from USAID's reporting indicators.
3. Provide training sessions for staff of USAID technical offices on drafting evaluation SOWs, followed-up with advising on specific drafting efforts upon request.

TASK 6 EVALUATIONS OF MISSION FUNDED PROGRAMS

Task 6: On an annual basis, the Contractor shall perform at least 15 interim or final evaluations of Mission-funded programs, projects and/or activities, analyzing progress made, lessons learned, issues and challenges encountered during implementation, and relevance to USAID/A's Assistance Objectives.

Deliverable: At least 15 interim or final performance evaluations, including assessments and gender analyses of Mission funded programs.

Status: During this reporting period the following evaluations were completed and/or were scheduled to begin in January or February 2014:

1. Completed a Data Quality Assessment of the performance indicators for the Asia Foundation's Survey of the Afghan People. The final report was submitted in December and is pending approval.
2. Completed field work for the Final Performance Evaluation of OEGI's Airport Rehabilitation Projects at Regional Airports program, with the final report to be submitted to USAID for review in early January.

3. Completed field work for the Midterm Evaluation of OEGI's Afghan Workforce Development Program (AWDP) program, with the final report to be submitted to USAID for review in early January.
4. Completed field work for OSSD's Disease Early Warning System (DEWS) evaluation. A mid-term briefing and report submission date are scheduled for January.
5. Received approval for the report on the Final Evaluation of the Performance Based Governance Fund on November 20, 2013.
6. Received the SOW for a sustainability assessment of the Afghan Technical and Vocational Institute (ATVI), scheduled to begin in January.
7. Received the SOW for the Final Performance Evaluation of OEGI's Afghan Engineering Support Program (AESP), scheduled to begin in February.
8. Received the SOW for the Final Performance Evaluation of OEGI's Engineering Quality Assurance and Logistical Support (EQUALS) program, scheduled to begin in February.
9. Received the SOW for the Final Performance Evaluation of ODG's Cash Transfer Assistance Agreement for Civil Service Reform program, scheduled to begin in February.
10. Received the SOW for an Agricultural Policy Constraints and Institutional Architecture Analysis for Agricultural Enabling Environment in Afghanistan, scheduled to begin in February.

TASK 7 ANNUAL REVIEW OF ASSISTANCE OBJECTIVES

Task 7: The Contractor shall provide short and long-term technical assistance to conduct and complete annual reviews of each of USAID/Afghanistan's Assistance Objectives, measuring progress of activities against established intermediate results, and analyzing whether the activities under an Assistance Objective are working cohesively to address the Assistance Objective's overall goal. The review shall also include a comprehensive statement of the overall impact of the USAID/Afghanistan-supported program.

Deliverable: This task is related to Task 1 and requests for support services and specific deliverables will be identified and requested by the COR.

Status: No activity during this reporting period.

TASK 8 ANDS TRACKING TASK

Task 8: The SUPPORT Contractor shall track USAID's contributions against ANDS benchmarks & timelines, and shall help the Mission to mesh them with USAID's own targets and indicators where it is appropriate to do so.

Deliverable: This task is related to Task 1 and requests for support services and specific deliverables will be identified and requested by the COR.

Status: No activity during this reporting period.

TASK 9 FIELD BASED ASSESSMENTS

Task 9: The Contractor shall conduct field-based assessments, particularly in post-conflict and transitional environments, and draft performance-based SOWs, from which it shall provide short-term technical assistance for accomplishment of the tasks listed above.

Deliverable: Draft and obtain approvals for performance based SOWs, recruit and provide STTA to undertaken field based monitoring, and submit report on each activity.

STATUS: During this reporting period the following assessments and gender analyses were initiated and/or completed:

1. The final report for the Sub-National Governance gender analysis was submitted in mid-October and approved on November 18, 2013.
2. A documentary video supporting USAID's proposed Promoting Gender Equality in The National Priority Programs (Promote). The SOW required a 6-8 minute version and a 20-25 minute version of the film, including background music and scripted narratives for both videos. This activity began on August 17, 2013 and both videos were screened in late October. Following the initial screening, the Mission's Gender Unit requested additional edits and the short video was finalized in November with the music approved on December 1, 2013. The longer version is being edited and additional film footage added.
3. The SOW for an Engaging Men as Champions of Women gender analysis was finalized in mid-December. This activity will begin in January 2014.

TASK 10 LOGISTICAL SUPPORT

Task 10: In support of USAID/Afghanistan's training and donor coordination activities, the Contractor shall organize and facilitate workshops, conferences and meetings for USAID staff and their implementing partners.

The Contractor shall also organize presentations on USAID programs for the host country, other donors, and distinguished visitors (VIPs). When requested, the Contractor shall provide a facilitator. The Contractor's facilities shall be used for donor coordination meetings and the convening of advisory groups responsible for overseeing project implementation.

Deliverable: Provide secure conference facilities to the Mission and its Implementing Partners, with a facilitator as required. As requested by the COR, organize presentations as discussed above.

Status: SUPPORT II conference facilities include two rooms, each with a seating capacity of 40-50 people. SUPPORT II also provides several smaller meeting rooms. SUPPORT II is in the process of procuring two overhead projectors and translation equipment for the two large conference rooms.

During this reporting period we hosted the following events at our compound:

Date	Organization	Technical Office	Event Title	# of Participants
Oct 6, 2013	HPP Health Project	OSSD	Awareness on Gender based Violence for the health providers in Laghman province.	25
Oct 27-30, 2013	HPP Health Project	OSSD	Awareness on Gender based Violence for the health providers in Paktika province	19
Nov 3-14, 2013	IRD USAID ACAP 2 and KFZ Programs	Stabilization	KFZ train the trainer seminar	38
Nov 27, 2013	MISTI	Stabilization	USAID MISTI's 6th Quarterly Stabilization M&E Summit	65

In addition to the above events, SUPPORT II is providing conference and office space to the Feed Kandahar (KFZ) project through January 15, 2014, due to delays with the IP's office renovations.

TASK 11 COMMUNICATIONS AND OUTREACH SUPPORT

Task 11: The Contractor shall maintain website contents publishing and update, as well as writing and editing support on a number of information product tasks.

Deliverable: As previously mentioned, this task has been eliminated from SUPPORT II's services.

Status: The expatriate Development Outreach and Communications (DOC) Specialist position was reclassified as a Gender Specialist position in August 2012, but has been vacant since October 2013. As has been discussed with the COR, in response to the Mission's evolving needs SUPPORT II has proposed to eliminate the expatriate Gender Specialist position and reinstate the Communications Specialist position to support the reporting and communications needs of the project. Requests for approval for this change will be submitted in January.

TASK 12 TRANSLATION SERVICES

Task 12: The Contractor shall provide translations of technical and legal documents (into English, Dari and/or Pashto), and intermittent short term interpreters available on short

notice and able to function in all of these three languages and in the technical areas of the USAID portfolio. They shall accompany Mission staff to official meetings and meetings in the field, have (or easily qualify to obtain) security background checks, and shall be able to accurately discuss development topics in the Mission portfolio in Dari, Pashto and English.

Deliverable: Translations and/or translators as requested by the COR.

Status: During this reporting period the following translations were undertaken on behalf of the Mission:

1. National Railway Report for USAID, 710 pages of English to Dari.
2. National Railway Report for USAID, 682 pages English to Pashto.
3. Construction Manual for USAID, 17 pages English to Dari.
4. Milli Bus Charter for USAID, 12 pages Dari to English.
5. Afghan Public Transportation Manual for USAID, 14 pages English to Dari.
6. Road Transportation Law for USAID, 9 pages Dari to English.
7. Teachers Training Orientation Manual for USAID, 450 pages Dari to English.
8. Began the translation of the Ministry of Education's National Open Tendering Competition Guidelines for USAID in late December, 82 pages Dari to English, which is to be completed in mid-January.

TASK 13 INFORMATION MANAGEMENT

Task 13: To support the USAID/Afghanistan Information management needs, the Contractor shall provide information management services, systems, and other resources that help to effectively manage the demand for information and information products.

Deliverable: Mapping products and other data and/or information as requested by the COR.

Status: Mapping services and mapping products are provided as requested. We responded to the following requests during this quarter:

- Created three versions of administrative maps of Afghanistan, Pakistan and India for USAID.
- Provided ODG's RLS-I project with 17 district and regional map products.
- Provided evaluation STTA with 14 different map products.
- Updated western Afghanistan regional maps, and
- Updated map catalog.

VI. SUMMARY STATUS OF TASKS AND DELIVERABLES

A summary page will be included in all Quarterly Activity Reports to allow the COR and USAID/A to track performance and progress against specific tasks and deliverables. The table below will be revised once we receive directions from the COR on specific tasks and deliverables.

<i>TASK</i>	<i>TASK & DELIVERABLE</i>	<i>STATUS OF DELIVERABLE</i>
1	PMP and related activities	Mission's annual DQA completed. Other activities as determined by the COR.
2	Track results and collect data quarterly	To be determined by COR
3	Analyze Mission's procedures for generating information for periodic report.	To be determined by COR
4	Third Party Monitoring	To be determined by COR.
5	Recommend when program evaluations should be conducted based on third party monitoring	As requested by the COR.
6	Evaluation of Activities, Programs and Projects Deliverable 6. On an annual basis perform at least 15 interim or final evaluations of Mission funded program.	As requested by the COR.
7	STTA to review Mission's Assistance Objectives	As requested by the COR.
8	Track Mission's contributions to ANDS	As requested by the COR.
9	Conduct Field Based Assessments	To be determined by COR.
10	Logistical support for conferences.	As requested.
11	Communication & Outreach Support Deliverable 11	Expat Gender Specialist position to be reclassified with COR/CO approval.
12	Translation and Interpretation Services Deliverable 11. Translation of technical, legal, media and/or other documents into English, Dari and/or Pashto.	As requested by the COR.
13	Mapping & Information needs	As requested by the COR.